

Title: Governmental Relations Officer	Effective Date: June 24, 2017	Grade: XX	Job Category: Professional
Prior Title: Section Head - Policy and Legislative Analysis	Prior Effective Date: October 21, 2013	Grade: XVIII	Page: 1 of 1

CHARACTERISTICS OF WORK

In coordination with the Director, this position is responsible for acting as liaison with Congress, the Arkansas Legislature, and the Governor's office; directing transportation policy and legislative review and analysis; transportation financing analysis; and federal highway statistics reporting.

EXAMPLES OF WORK

The following examples are intended only as illustrations of various types of work performed. No attempt is made to be exhaustive. Related, similar, or other logical duties are performed as assigned. The Department may require employees to perform functions beyond those contained in job descriptions. The Department may modify job descriptions based on Department needs. The Arkansas Department of Transportation is an "at will" employer.

- Act as an intermediary to address and resolve matters brought to the Department by Congress, the Arkansas Legislature, or the Governor's office.
- Monitor state/federal legislative activities.
- Analyze transportation policy and legislative initiatives.
- Coordinate with other divisions and agencies on transportation policy or financing issues.
- Coordinate and review American Association of State Highway and Transportation Officials' actions.
- Perform transportation financing analysis.
- Prepare special program funding applications.

MINIMUM REQUIREMENTS

Juris Doctorate from an accredited law school and licensed to practice law in the State of Arkansas. Experience in the practice of law or legislative review. Experience in financial analysis or management is also preferred. Knowledge of the Arkansas Code, pertinent federal, state, and local laws, codes, regulations and court decisions relating to transportation and Department operations. Skill in interpreting applicable federal and state laws and Department policies and procedures. Ability in preparing and presenting effective written and oral reports, recommendations, policies and procedures.

("Accredited" means the educational institution or program is accredited by an accrediting organization recognized either by the United States Department of Education or by the Council for Higher Education Accreditation.)

